

Monitoring Checklist

The Contract Operations Specialist is responsible for the administration of the Inspection MOUs for PNWCG and monitoring inspections for the R-6 Pacific Northwest Geographic Area. Monitoring inspections will be completed by Inspection Monitors.

The inspection checklist for each piece of equipment are located on the FACT web page:

<http://www.fs.usda.gov/detail/r6/workingtogether/contracting/?cid=stelprdb5446749>

The checklist outline the key requirements that the inspection provider should be inspecting.

Please print off the correct checklist and have it with you for the inspection.

Inspection monitors should show up 15 minutes prior to the inspection. Monitor should introduce themselves to the Inspector and explain that they are evaluating the inspection per the MOU. The checklists will serve as both a form for evaluating the inspections and inspectors as well as a report to be sent to the Contract Operations Specialist. Upon completion of the inspection monitoring/evaluation, monitor will tell the lead inspector that a copy of the completed documentation will be mailed to him/her within ten (10) working days. The original will be sent to Contract Operations Specialist immediately.

Redmond Air Center
Contract Fire Operations Specialist
MOU Representative
1740 SE Ochoco Way
Redmond, OR 97756
(541) 504-7380
FACT@fs.fed.us

NOTE: Serious deficiencies include: omitting required components of the inspections.

Equipment Inspection Monitoring Checklist

Inspection Company Name:	Phone:
Address:	
Inspectors Name:	Phone:
Address:	
Inspectors Name:	Phone
Address:	
Inspection Location:	
Equipment Company Name:	
Equipment Unique ID: (VIN/Serial Number)	
Company Representative at Inspection:	
Address:	Phone:

GOVERNMENT

MONITOR: _____ **Title:** _____ **Date:** _____

Print Name

PHONE NUMBER: _____

Competency	Yes	No
1. Inspector utilized the correct inspection sheet for the equipment being inspected		
2. Inspector inspected for all elements required on the Inspection Checklist		
3. Inspector was on time for the inspection		
4. Inspector was professional and courteous to the Vendor		

Contractor is given the opportunity (*1 additional*), to correct noted deficiencies

Date: _____ **Time:** _____ See Remarks (D.7.1.1) (D.17)

Contacted successfully corrected noted deficiencies: **Date:** _____ **Time:** _____

REMARKS:

INSPECTION

PROVIDER:

Title:

Date:

(Print and Sign)

GOVERNMENT

MONITOR:

Title:

Date:

(Print and Sign)

Monitor Phone Number: